



Natural Resources Conservation Service
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October 21, 2004

MINNESOTA BULLETIN NO. 300-5-2

SUBJECT: LTP - RECONCILING ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP)
CONTRACTS INTO PROTRACTS

Purpose. To provide guidance to field offices on reconciling EQIP contracts that were migrated into ProTracts from FSA System 36.

Expiration Date. September 30, 2005.

ACTION REQUIRED BY DECEMBER 1, 2004

As of October 1, 2004 administrative activities supporting the delivery of EQIP formerly provided by MN Farm Service Agency (FSA) are now being performed by NRCS. To initiate this transition, all EQIP contracts were migrated from the FSA System 36 database into ProTracts. The initial data migration was successfully completed on October 4, 2004 for FSA data as of September 15, 2004. A subsequent clean-up migration is scheduled for the week of October 18, 2004 using the full data set as of September 30, 2004.

The migration process translated EQIP contract data from FSA to ProTracts. During this process, contracts that contained data that did not match, or contracts that were not in ProTracts were identified as needing reconciled. The purpose of this bulletin is to provide guidance for completing the reconciliation process (comparing and correcting mismatched contract data) for those contracts and follow-up on the training and guidance provided through the EQIP net conferences on October 13-14.

All EQIP contracts must be reconciled in ProTracts by December 1, 2004. Payments can not be made to any EQIP contract that has not been successfully reconciled and obligated in the Foundation Financial Information System (FFIS). In addition, no modifications can be made to any EQIP contract that has not been successfully reconciled in ProTracts.

The second national migration upload should address many of the data mismatches that occurred on 2004 contracts that were already in ProTracts. Due to these potential changes, 2004 contracts that show up in the reconcile category should not be reconciled until after the update. It is anticipated that many of these contracts will be successfully migrated into ProTracts and will need no further action. Offices will be informed when they may proceed to reconcile the 2004 contracts.

To help complete the contract reconciliation, it is important to understand some of key migration rules that were used during this process. These are as follows:

- All active contracts through 2004 were migrated
- All completed and cancelled contracts for 2002-2004 were migrated
- Any completed or cancelled contract with an unpaid obligation was migrated

- Assigned vendor codes automatically
- Assigned EQIP 1996 to old farm bill contracts
- Assigned EQIP 2002 to new farm bill contracts
- Assigns a new contract number to each contract when reconciled
- All 1997-2002 contracts were sent to the reconciliation module

A new module, "Reconcile FSA Contracts" has been added to ProTracts (See attached screen shot #1) that will be used to find and identify those contracts needing to be reconciled and then provides features to correct certain contract or participant data. The module does not permit changes to a contract that require a modification by policy. These changes, if needed will be done through a modification after the reconciliation process is successfully completed. The module is accessible under the "Contract" tab.

The attached checklist is to be used as a guide to help ensure that all data mismatches have been addressed before the contract is reconciled. Check all of the data items identified on the checklist and make the needed changes in the appropriate area in ProTracts (see attached screen shots). After making changes, save the contract (you can save as many times as needed without locking the contract). The contract can then be reconciled by the designated conservationist. This reconcile action carries the exact same weight as signing an approved contract. The person who completes the reconciliation will not be able to approve a payment. As per MN policy, the area office will remain as the approving official for EQIP payments. After being reconciled, the contract will show up in ProTracts and will be obligated in FFIS.

Any questions or additional assistance on reconciling EQIP contracts should be forwarded through your Area Office to Sid Cornelius.

/s/ Tim Koehler acting for
WILLIAM HUNT
State Conservationist

Attachments

DIST: ASTC(FO)
MN EQIP
ARC
DC

RECONCILIATION CHECKLIST

1. Confirm the general contract information (See Screen Shot #2)

- Confirm that the program assignment is correct, and change it if needed.
- Confirm that the contract expiration date is correct, and change it if needed.
- Confirm that the contract geographic location of the contract is correct, and change the location if needed.
- Confirm that the NRCS office that will service the contract is correct, and change the office if needed.
- Pin the land unit location. This will enable PRS to pull progress from ProTracts.

2. Confirm the participant information (See Screen Shot #3)

- Confirm that the contract lists the same participants as the FSA contract, and add or delete participants as needed.
- Confirm that the decision maker on the contract is correct, and select another one if needed
- Confirm that the each participant's vendor information is complete and accurate.

3. Confirm Practice and Cost Information (See Screen Shot #4)

- Confirm that the contract has the same practices as the FSA contract and that the contract item numbers match.
- Confirm that the planned year of the practices is correct, and change the planned year if needed.
- Confirm that each contract item has the correct land units, and change the land units if needed.
- Enter a practice narrative if desired.
- Select a cost type for each component. This will be required for each practice component.

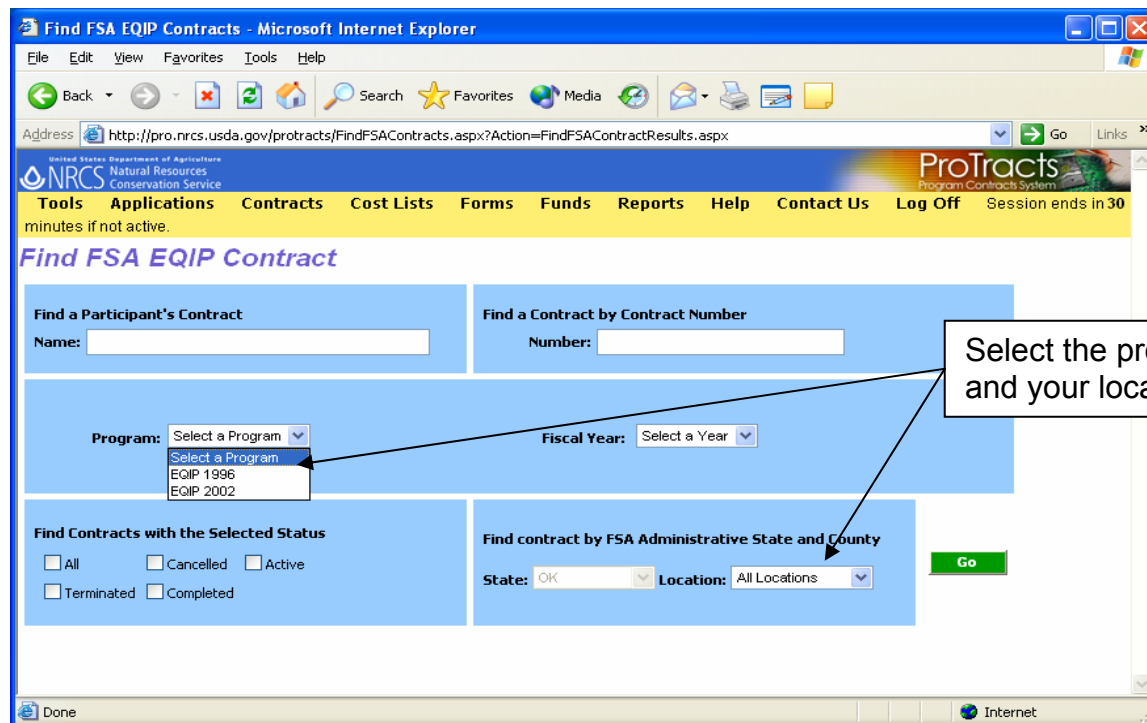
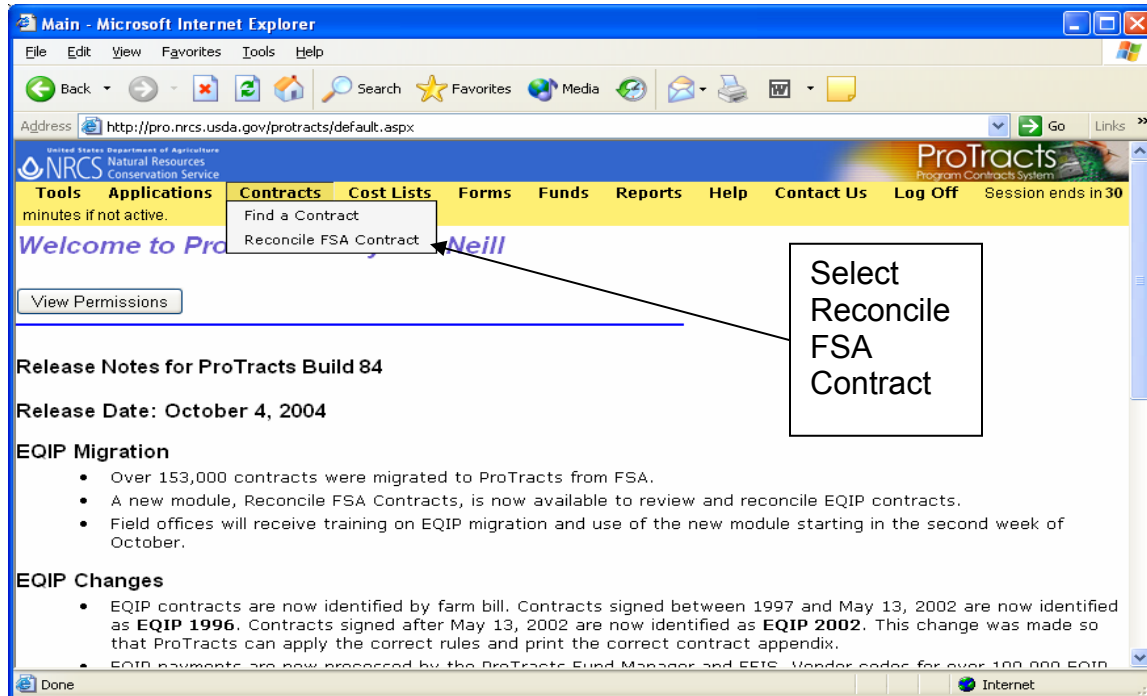
4. Save the changes and return later to complete the process.

After a contract is reconciled, the field office may certify practices, process payments, and modify where needed.

REMINDER: During reconciliation you cannot change:

- a. Add or delete practices.
- b. Add or delete farm and tracts.
- c. Increase or decrease practice amounts.
- d. Increase or decrease the contract cost.

Screen Shot #1 – Reconcile Module



Screen Shot #1 – Reconcile Module (Cont.)

FSA EQIP Contracts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address http://pro.nrcs.usda.gov/protracts/FindFSAContractResults.aspx??program_id=19&fy= Go Links

View Print Search

<<Start <Previous Record: 1 through 9 of: 9 Next> End>>

Customer	Program	Start Year	ProTracts Contract #	FSA Contract #	Status	FSA Admin County	FSA Fund Code
SUE L FEREDAY WESSON	EQIP 1996	1997		19970024	Active	Atoka	
DANNY M HESSE	EQIP 1996	1998		19980050	Active	Atoka	
LAURA LAZENBY	EQIP 1996	1998		19980044	Active	Atoka	
RONALD S MARLEY	EQIP 1996	1997		19970028	Active	Atoka	
KENNETH ROWTON	EQIP 1996	1997		19970026	Active	Atoka	1111
KEITH SANDERS	EQIP 1996	1997		19970011	Active	Atoka	1111
KEITH SANDERS	EQIP 1996	1997		19970012	Active	Atoka	1111
HAROLD M SANDERSON	EQIP 1996	1997		19970030	Active	Atoka	1111
FRANK WHITTINGTON	EQIP 1996	1997		19970036	Active	Atoka	1111

Done Internet

You can print a list of contracts that need to be reconciled or select a contract to view.

Screen Shot #2 – Confirm General Contract Information

Reconcile FSA EQIP Contract - Microsoft Internet Explorer

Address: <http://pro.nrcs.usda.gov/protracts/ReconcileApplication.aspx?ContractID=d0f28a44-a772-4f75-a76e-0bc0c721b410>

United States Department of Agriculture
Natural Resources Conservation Service

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Reconcile FSA EQIP Contract

Contract Participant Info Print Save Reconcile

Program: **EQIP 1996** FSA Obligation: 2,115.00 FSA Contract # 19970024 Contract Status: Active Status Date: 10/1/2004
 Participants: **SUE L FEREDAY WESSON** FSA Admin County: ATOKA, OK Start Date: 9/22/1997 Expires: **9/30/2002**
 Location: **Location** ATOKA, OK Servicing Office: **DURANT PROGRAM DELIVERY POINT** FSA Fund Code: 1111 Current Contract Year: 7
 Cost List: EQIP Conversion Cost List Modification Number: 0 Modification Date: N/A Planner:
 Treated Acres: 300 Land Units:

Farm	Tracts
2492	1382, 1383, 40678

Practice View by Year Reorder Items < Previous Item Next Item >

Item: 1 Year: 1997 Estimated Cost-Share: \$ 0 Item Status: Certified Status Date: 10/1/2004
 Practice: Upland wildlife habitat management (Ac) Code: 645 Units: ac. Amount: 17 Payment St
 Narrative: Create, maintain or enhance area(s) to provide upland wildlife flood and cover. No Fund Code
 Land Units: **Land Units**
 Resource Concerns: Livestock Related? Beef

Check Program Assignment, expiration date, geographic location, and servicing office

Screen Shot #3 – Participant Information (Access this screen by selecting the participant info on the previous screen)

Participant Information - Microsoft Internet Explorer

Add Participant Delete Participant Vendor Info OK Cancel

Decision Maker	Type	Name And Address	Owner / Operator	Payment Share	Limited Resource Producer	Beginning / Farmer Rancher	AGI	HEL / Wetland	Vendor Code	Direct Deposit
<input checked="" type="radio"/>	Individual	SUE L FEREDAY WESSON PO BOX 282 MCALESTER OK 74502	<input type="radio"/> Owner <input checked="" type="radio"/> Operator	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Check that the participants are the same and correct, the decision maker is the correct participant, and that the vendor info is complete and accurate.

Screen Shot #4 – Practice and Cost Information

Reconcile FSA EQIP Contract - Microsoft Internet Explorer

Address: http://pro.nrcs.usda.gov/protracts/ReconcileApplication.aspx?ContractID=d0f28a44-a772-4f75-a76e-0bc0c721b410

Program: EQIP 1996 FSA Obligation: 2,115.00 Protracts Contract # 13370024 Contract Status: Active Status Date: 10/1/2004

Participants: SUE L FEREDAY WESSON FSA Admin County: ATOKA, OK Start Date: 9/22/1997 Expires: 9/30/2002

Location: ATOKA, OK Servicing Office: DURANT PROGRAM DELIVERY POINT FSA Fund Code: 1111 Current Contract Year: 7

Cost List: EQIP Conversion Cost List Modification Number: 0 Modification Date: N/A

Treated Acres: 300 Land Units: Farm 2492 Tracts 1382, 1383, 40678 Planner:

Practice View by Year Reorder Items < Previous Item Next Item >

Item: 42 Year: 2002 Estimated Cost-Share: \$ 0 Item Status: Planned Status Date: 10/1/2004

Practice: Upland wildlife habitat management (Ac) Code: 645 Units: ac. Amount: 71 Payment Status: Eligible

Narrative: Create, maintain or enhance area(s) to provide upland wildlife flood and cover. No Fund Code

Land Units: Land Units

Resource Concerns: Livestock Related? Beef

CIII	Component	Units	Unit Cost	Rate	Type	Amount	Cost-Share
42a	Upland wildlife habitat management (Ac)	ac.	\$ 0	% 0	NC	0	\$ 0

Confirm that the practices and the contract item numbers match (might be easier to print a hard copy of the contract to compare to your file copy), check the planned year is correct, confirm that each contract item has the correct land units, make any adjustments to the practice narrative, and confirm that the cost type is correct (AC).